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# ABOUT THIS DOCUMENT:

Purpose

This documents outlines how Windmill Hill School will support students, staff and visitors in the event of a first aid emergency.

The aim is to ensure that in an event of a first aid emergency the casualty is seen to quickly and supported effectively and with dignity

#### COMPILED BY

Kevin Latham January 2021

Amended by Andrew Chaplin (DHT) October 2021

Agreed by Directors–

SIGNED DATE

Review Date – January 2023

**Wellbeing in our Trust**

We are all affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone’s responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

* Effective line management
* Commitment to reducing workload
* Supportive and professional working environments
* Employee support programs
  + CIC (confidential counselling support available through Perkbox account).
  + The Teacher Support Line telephone number 08000 562561 or website [www.teachersupport.info](http://www.teachersupport.info)

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1. **Aims**

The aims of our first aid policy are to:

* Ensure the health and safety of all staff, students and visitors.
* Ensure that staff and governors are aware of their responsibilities with regards to health and safety.
* Provide a framework for responding to an incident and recording and reporting the outcomes.
* Ensure lines of communication with parents/guardians are in place if required.
* Provide for the immediate needs and requirements of staff, students and visitors who have sustained injury.

1. **Legislation and Guidance**

This policy is based on advice from the Department for Education on [first aid in schools](https://www.gov.uk/government/publications/first-aid-in-schools) and [health and safety in schools](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools), and the following legislation:

* [The Health and Safety (First Aid) Regulations 1981](http://www.legislation.gov.uk/uksi/1981/917/regulation/3/made), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
* [The Management of Health and Safety at Work Regulations 1992](http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made), which require employers to make an assessment of the risks to the health and safety of their employees
* [The Management of Health and Safety at Work Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/contents/made), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
* [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013](http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
* [Social Security (Claims and Payments) Regulations 1979](http://www.legislation.gov.uk/uksi/1979/628), which set out rules on the retention of accident records
* [The Education (Independent School Standards) Regulations 2014](http://www.legislation.gov.uk/uksi/2014/3283/schedule/made), which require that suitable space is provided to cater for the medical and therapy needs of students

This policy complies with our funding agreement and articles of association.

1. **Responsibilities including Appointed Person and First Aiders**
   1. **Appointed Person**

The Headteacher is the appointed person and is responsible for overseeing the arrangements for

first aid within the school.

The Headteacher is responsible for the implementation of this policy, including:

* Ensuring that an appropriate number of First Aid staff are present in the school at all times.
* Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
* Ensuring all staff are aware of first aid procedures.
* Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
* Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
* Ensuring that adequate space is available for catering to the medical needs of students.
* Reporting specified incidents to the HSE when necessary.
* Ensuring that first aid equipment is available at strategic points in the school and checked/stocked on a monthly basis.
  1. **First Aiders**

Windmill Hill School first aiders are expected to provide first aid during school hours, within the school and on school organised excursions. First aiders are trained and qualified to carry out the role and are responsible for:

* Understanding their role as first aider by having read the First Aid Policy and having undertaken relevant First Aid training.
* Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment safely and effectively.
* Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
* Ensuring that an ambulance or other professional medical help is summoned when appropriate.
* Sending students home to recover, with a member of SLT’s approval.
* Filling in an accident report on the same day, or as soon as is reasonably practicable.
* Keeping their contact details up to date.
* Providing first aid for a person who is unresponsive and breathing normally.
* Providing first aid for a person who is unresponsive and not breathing normally.
* Providing first aid for a person who has a foreign body airway obstruction.
* Providing first aid to a person who is wounded and bleeding.
* Providing first aid to a person who is suffering from shock.
* Providing first aid to a person with a suspected fracture and/or dislocation.
* Administering first aid to a casualty with injuries to bones, muscles and joints.
* Providing first aid to a person with conditions affecting the eyes, ears and nose.
* Providing first aid to a person with a chronic medical condition or sudden illness.
* Providing first aid to a person who is experiencing the effects of extreme cold/heat.
* Providing first aid to a person who has sustained an electric shock.
* Providing first aid to a person with burns and scalds.
* Providing first aid to a person who has been poisoned.
* Providing first aid to a person who has been bitten or stung.

The school will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance. In emergency situations, the First Aider will still call for (or will instruct another member of staff to call) 999 and request that an Ambulance and Paramedics attend.

The First Aider will be expected to consult with the Health Service Helpline and in the case of Pupil injuries, with the Parents or Legal Guardians.

Their names are also displayed prominently around the school and in the staff handbook.

* 1. **The Trust Board**

The Trust Board has ultimate responsibility for health and safety matters in the school, but delegates’ operational matters and day-to-day tasks to the Headteacher.

* 1. **Staff**

School staff are responsible for:

* Reading and following the school’s First Aid Policy.
* Ensuring they follow first aid procedures.
* Ensuring they know who the first aiders in school are.
* Completing accident reports for all incidents they attend to where a first aider/appointed person is not called.
* Informing the SLT of any specific health conditions or first aid needs.
* Supporting students who may need first aid, either in obtaining a First Aider, waiting for a First Aider and supporting while a First Aider is carrying out First Aid.
* It is the responsibility of the class teacher to ensure that parents/carers are informed of any application of First Aid.

1. **First aid procedures**

**4.1 In-school procedures**

In the event of an accident resulting in injury:

* The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
* The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. If the first aider decides that they cannot adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.
* They will remain on scene until help arrives and ensure that a member of SLT is informed.
* The first aider will decide whether the injured person should be moved or placed in a recovery position.
* If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
* If emergency services are called, a member of SLT or the admin team will contact parents immediately.
* The first aider will complete an accident report form on the same day or as soon as it is reasonably practical after an incident resulting in an injury.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

* Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
* Call an ambulance or a doctor, if this is appropriate – after receiving a parent’s clear instruction, take the victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
* Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
* See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

**4.2 Off-site procedures**

When taking students off the school premises, staff will ensure they always have the following:

* A school mobile phone
* A portable first aid kit

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking students off school premises. Senior Leadership team members have to sign off all education visits before they take place.

# First Aid Equipment and Storage of Medication

* 1. **First Aid Equipment**

A typical first aid kit in our school will include the following:

* A leaflet with general first aid advice
* Regular and large bandages
* Triangular bandages
* Adhesive tape
* Safety pins
* Disposable gloves
* Antiseptic wipes
* Plasters of assorted sizes
* Scissors
* Cold compresses
* Burns dressings

**No medica****tion is kept in first aid kits.**

**5.2 Storage of medication**

* Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
* All medicines will be stored in the original container in which they were dispensed, together with the prescriber’s instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
* All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
* An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.
* Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.
* See Supporting Students with Medical Needs and Administering Medication Policy for further information.

1. **Record-Keeping and Reporting**

**6.1 First aid and accident record book**

* Windmill Hill School uses an online system (Arbour) to record accidents, incidents and any outcomes, such as the need for First Aid.
* Any accident will be recorded by the first aider/member of staff on the same day or as soon as possible after an incident resulting in an injury.

As much detail as possible should be supplied when reporting an accident including: date, time, name of first aider, class number, injury description, treatment given, teacher notified and parent notified

**6.2 Reporting to the HSE**

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as it is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

* Death
* Specified injuries, which are:
  + Fractures, other than to fingers, thumbs and toes
  + Amputations
  + Any injury likely to lead to permanent loss of sight or reduction in sight
  + Any crush injury to the head or torso causing damage to the brain or internal organs
  + Serious burns (including scalding)
  + Any scalping requiring hospital treatment
  + Any loss of consciousness caused by head injury or asphyxia
  + Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
* Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
* Where an accident leads to someone being taken to hospital
* Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  + The collapse or failure of load-bearing parts of lifts and lifting equipment
  + The accidental release of a biological agent likely to cause severe human illness
  + The accidental release or escape of any substance that may cause a serious injury or damage to health
  + An electrical short circuit or overload causing a fire or explosion

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

**6.3 Reporting to parents**

In the event of incident or injury to a pupil, at least one of the pupil’s parents will be informed as

soon as practicable possible.

Parents will be informed in writing of any injury to the head, whether minor or major, and be given

guidance on the action to take if symptoms develop.

In the event of a serious injury or an incident requiring emergency medical treatment, the pupil’s

class teacher will telephone the pupil’s parents as soon as possible.

# Monitoring Arrangements

This policy will be reviewed by the Headteacher every two years.

At every review, the policy will be approved by the Governing Body.

Links with other policies

This first aid policy is linked to the

* Health and safety policy
* Risk assessment policy
* Supporting Students with Medical Needs and Administering Medication Policy